

# Role Description



## Professional Discussion (PD) Assessor Degree Apprenticeship End Point Assessment

**This role description gives an overview of the role of the Professional Discussion (PD) Assessor within the End Point Assessment (EPA) process of the Level 7 [Chartered Town Planner Degree Apprenticeship](#).**

### The role

As part of the EPA process for the Chartered Town Planner Degree Apprenticeship, there is a requirement for apprentices who have successfully passed through the Gateway to complete a Professional Discussion (PD). This is the first method of assessment and will take place with either Fellow or Chartered Town Planners appointed as PD Assessors by the RTPI. The PD Assessors, who will be selected and trained by the RTPI on an annual basis with a service agreement each year, will play an important role in what is part of a relatively new route to becoming a Chartered Town Planner.

It is vital that PD Assessors carry out the PDs in a timely, thorough and professional manner, to ensure that all apprentices receive both a consistent standard of assessment and constructive feedback on their performance. PDs will be recorded and internally quality checked, with initial training for new assessors as well as annual assessor training for all PD Assessors.

The Institute needs to grow its pool of PD Assessors to ensure there are enough to complete the discussions and provide written feedback in the required timeframe.

### What's involved?

Working with a co-assessor throughout, you will:

- Review Reflective Journals submitted by apprentices in advance of discussions.
- Prepare questions from an approved question bank and use probing questions as appropriate to assess satisfactory achievement of the particular occupational skills and behaviours outlined in the [Chartered Town Planner End Point Assessment Plan](#).
- Undertake 50-minute online PDs with apprentices to assess the relevant occupational skills and behaviours.
- Agree an overall outcome with your co-assessor after the PDs. Provide clear, concise, constructive and consistent written feedback to successful and unsuccessful candidates.
- Attend and participate in annual assessor training and online training modules.

### What's expected of you?

- Making sufficient time available to be able to prepare for and undertake online PDs of approximately 50 minutes length during the working day.
- Providing feedback by agreed deadlines. (We estimate the whole process of preparation, PD and writing feedback should, on average, take around 3.5 hours overall).
- Assessing and provide feedback on further PDs if required.
- Carrying out assessments in accordance with the guidance and best practice set out in the PD Assessor Handbook.

- Attending annual training conducted by the RTPI and completing any online assessor training modules as directed by the RTPI.
- Reading and having regard to the Degree Apprenticeship End Point Assessment guidance and all supplementary resources that are available to candidates.
- Notifying the RTPI Officer of any potential conflict of interest arising in connection with this role, within a set period following an invitation to a PD or as soon as any conflict arises.
- Observing the confidentiality of all discussions and outcomes.
- Responding promptly to the RTPI Officer queries on assessment feedback.
- Meeting the service levels set out in an Assessor Service Agreement.

The number of PDs undertaken can be discussed and agreed. There will be at least three published dates every month on different days of the week to choose from. We estimate between 120-150 Apprentices will apply to complete their PD in 2025. A commitment to complete 15- 20 assessments is desirable and we do not expect any individual PD Assessor to undertake more than 20 Professional Discussions in a calendar year unless they are willing to do so. There could be between 1-2 assessments in one day which can vary but would not exceed three in one day.

## About you

You will be a Chartered or Fellow Member of at least three years' standing.

This role will suit Members with:

- A desire to be part of a relatively new and progressive route to membership.
- Excellent verbal and written communication skills, with an ability to put people at ease whilst being able to probe and challenge apprentices on their responses relating to the skills and behaviours that need to be demonstrated.
- Good general IT skills.
- Some experience of assessing and interviewing.
- Good analytical skills and the ability to summarise information effectively and succinctly.
- A good understanding and experience of the planning system in England, as the Chartered Town Planner Degree Apprenticeship operates in England only.
- A willingness to work collaboratively with other PD Assessors.
- A keen interest in professional standards and development, including a willingness to provide positive and constructive feedback.
- A strong commitment to planning and the RTPI's strategic objectives and vision.

PD Assessors are not able to be mentors of any Apprentices or have direct links with the apprentice, or the training provider or employer of any apprentice they assess.

## In return

- You will receive valuable CPD that you could use in your annual Professional Development Plan.
- You will gain new online and business skills which will be transferable to other aspects of your assessor and work roles.
- You will get support from RTPI officers and your peers to carry out the role effectively.
- You will be championing the planning profession and helping to support the pipeline of planners.
- You will receive an honorarium for each PD undertaken.

## Key dates

Online training for this role will be delivered via MS Teams on 8 and 14 January 2025. You will need to be available to attend one of these training dates.

**Key contact:** Apprenticeship Manager - [epa@rtpi.org.uk](mailto:epa@rtpi.org.uk)